

# ***CalWORKs and FOOD STAMPS DATA SYSTEMS DESIGN TASKFORCE Systems Maintenance Unit (SMU)***

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**TRANSMITTAL NUMBER: 03-04 (FS)**

**March 6, 2003**

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**TO: All Performance Measurement County and Field Operations  
Bureau Staff**

**SUBJECT/PURPOSE: Review Procedures Changes for Item 150-0001**

**RELATED REFERENCE: Q5i Worksheet Items 150-0029, and 150-0030**

**SUPERSEDES: Q5i Definitions Version 2.0.8 for Item 150-0001**

**EFFECTIVE DATE: February 2003 Sample Month**

## **BACKGROUND:**

The current definition for Q5i Worksheet item 150-0001 (Person Included in FSHH) instructs the reviewer to make the determination as to inclusion/exclusion from the Food Stamp household based upon case record information. The definition for items 150-0029 (Household Composition Status) and 150-0030 (Case Affiliation) direct the reviewer to make the decision based upon "case record or field review" and "field review", respectively, i.e., the final QC determination. Consequently, when the QC analyst determines that a Group A person is erroneously included or excluded from the household, Fatal Edit 080 or 081 (depending upon case circumstances) appears.

This transmittal contains instructions for resolving those situations in which these items do not match because the final QC determination differs from case record information. The next version of the Definitions will reflect this change, along with any corresponding software change(s).

## **INSTRUCTIONS:**

The following interim instructions are effective with the February 2003 Sample Month until the release of a new version of the Q5i Worksheet and corresponding definitions.

For item 150-0001 (Person Included in FSHH), determine whether or not the person was included or excluded based upon the final QC determination, NOT case record information.

150-0001 Person Included in FSHH

Indicate whether the person was or was not included in the FEDERAL FSHH (received Federal benefits from the CWD in the sample month). Remember that inclusion may be based upon other persons in the residence purchasing food and preparing meals with the FSHH.

SOURCE: Final QC determination.

Code Y -- Yes

Code N -- No

**INQUIRIES:**

Michael Bowman-Jones, Analyst  
Systems Maintenance Unit.

Original Signed by Joeana Carpenter

**JOEANA CARPENTER, Chief**

**CalWORKs and Food Stamp**

**Data Systems Design Taskforce**